

CALIFORNIA HIGH-SPEED RAIL AUTHORITY
DUTY STATEMENT

PARF 46-7-074

CLASSIFICATION TITLE Senior Environmental Planner	DISTRICT/DIVISION/OFFICE Environmental Planning Services	
WORKING TITLE Cultural Resources Specialist	POSITION NUMBER 311-001-4713-xxx	EFFECTIVE 10/1/16

GENERAL STATEMENT:

Under direction of the Supervising Environmental Planner (Cultural), the incumbent will serve and coordinate with other Authority cultural resources staff and consultants to provide technical oversight, guidance, and management of cultural resources investigations conducted by consultants for the high-speed rail program (Program), including both archaeological and historic architectural studies, to ensure compliance with Section 106 of the National Historic Preservation Act and with the Section 106 Programmatic Agreement for the Program. The incumbent is solely responsible for all functional activities for the position. Duties include, but are not limited to:

TYPICAL DUTIES:

Percentage

Essential (E)/Marginal (M)

Job Description

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| 30% (E) | Oversees and manages cultural resource investigations conducted by consultants for the CA High-Speed Rail Program, in accordance with the California High-Speed Rail Programmatic Agreement for compliance with Section 106 of the National Historic Preservation Act. This includes the review of consultant-prepared archaeological and historic architectural technical reports, evaluations, finding of effect analyses, and mitigation reports for content, technical competence, comprehensiveness, accuracy, and conclusions in the area of cultural resources to ensure compliance with all federal and state requirements and the fulfillment of adopted mitigation responsibilities. |
| 20% (E) | Develops and/or implements Memoranda of Agreement (MOAs) and cultural resource treatment plans. Reviews implementation of cultural resources commitments and mitigation measures to ensure compliance. Coordinates, consults, and collaborates with representatives of the Federal Railroad Administration (FRA), State Historic Preservation Officer (SHPO), Advisory Council on Historic Preservation (ACHP), and the California Native American Heritage Commission (NAHC). |
| 20% (E) | Works with Authority and consultant environmental staff by providing technical expertise and guidance to support program delivery and ensure proper implementation of cultural resources commitments. Lead in liaison and discussions for the above duties with State, Federal, and local agencies. These agencies include, but are not limited to: the SHPO, ACHP, FRA, and the NAHC. In conjunction with other Authority cultural resources staff, understands and interprets current State and Federal environmental laws and regulations for the preparation of environmental technical reports and mitigation reports. |
| 10% (E) | Supports Native American outreach and consultation efforts conducted for the Authority, and in doing so works closely with the Authority's Tribal Liaison. |

- 10% (E) Provide Project and Program Management for the Authority on all Project Sections. Manages and/or reviews cultural resources elements of consultant contracts, including scopes of work, cost, and deliverables for the preparation of cultural resources technical reports and exhibits for the assigned project sections.
- 10% (E) Maintains both electronic and paper files, records, and correspondence related to the conduct of the cultural resources investigations and any related communications to support the administrative record and the Authority's cultural resources technical documentation library.

SUPERVISION EXERCISED OVER OTHERS

This individual does not supervise; however, workload changes may require the incumbent to exercise general administrative and technical supervision over staff archaeologists and architectural historians. On individual projects, the incumbent may serve in a lead capacity over other Authority staff and/or student assistants.

KNOWLEDGE AND ABILITIES

Knowledge of: Principles, concepts, and techniques/methodologies of both archeological and historic architectural resources identification, evaluation, mitigation and preservation, as applied in a planning setting; Section 106 of the National Historic Preservation Act and the development, negotiation, and implementation of related programmatic agreements, memoranda of agreement, and cultural resources treatment plans; Tribal outreach and consultation requirements under state and federal law; Photographic recordation, museum exhibition planning and interpretation, oral and video history documentation, popular report production;

General principles and techniques of research and statistical analysis; communication skills for purposes of data gathering; specific knowledge of either the social sciences, natural sciences or environmental design arts; Construction contract special provisions for ensuring environmental compliance during construction activities;

State and Federal laws and regulations relating to the environment; techniques and methods of evaluation of environmental impacts; State, local and regional governmental organizations as they relate to environmental planning; Trends in environmental, urban and regional planning; Trends in Federal, State and local environmental assessment and mitigation reports, impact statements, and/or negative declarations; methods of administering environmental projects and programs; Various types of public facilities and how they service the community; Differences of impacts of multimodal forms of transportation on the environment; Methods of planning, organizing, directing and controlling major statewide differences in, and uses of, multimodal forms of transportation considering various environmental factors;

Principles of effective supervision; principles and techniques of supervision and personnel management; Department's Equal Employment Opportunity (EEO) Program objectives; a manager's role in the EEO Program and the processes available to meet EEO objectives;

Ability to: Adapt and apply formal archeological research methods and principles to planning problems of an applied practical nature, conduct a test excavation or data recovery program as a Principal Investigator, Analyze environmental situations accurately; gather and analyze data; prepare written reports; work effectively with others as an interdisciplinary team member; conduct interviews for data gathering; apply general techniques of insuring participation in the planning process; coordinate environmental planning, research, and analysis of proposed projects; make an assessment of an existing environment; write environmental documents; plan and carry out complex studies; direct the work of

others engaged in planning studies; participate in public presentations; solicit outside expertise on a short-term basis on specific environmental studies or phases of studies; coordinate environmental investigations of proposed projects; review and evaluate local plans in relation to statewide environmental interests; incorporate the input of tribes and interested groups and agencies into the environmental planning and analysis process; supervise others in their work; solicit necessary expertise to complete environmental studies or meet project goals; effectively contribute to the department's EEO objectives; supervise and direct the activities of others; participate as a witness in local hearings.

Analytical Skill: Analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Director, Regional Directors and outside agencies. Researching, analyzing and summarizing planning data both manually and with basic computer programs. Making clear and persuasive presentations of ideas preparing clear, concise and complete technical documents, reports, correspondence and other written materials

DESIRABLE QUALIFICATIONS

- Knowledge of the Authority's organization.
- Knowledge of the Authority's policies, project management concepts, design, construction, materials engineering and testing processes, and financial constraints.
- Ability to maintain organizational relationships both internally and outside of the Authority that pertains to planning, design and construction of transportation facilities.

PUBLIC AND INTERNAL CONTACTS

The incumbent maintains a close working relationship with counterparts at the Authority. The incumbent represents the Authority in meetings and dealings with federal, state, regional and local agencies, elected officials, project stakeholders, and the public. Meets with civic groups and other interested parties to discuss and resolve controversial construction projects and to coordinate work with the various jurisdictions.

Establishes and maintains working relationships within the Authority, FRA, SHPO, ACHP, and other federal, state and local agencies for project activities relating cultural resources. The incumbent attends, participates in, and represents the Authority during the discussion of environmental matters at meetings with interested groups, individuals, museums, regional, Federal and other State agencies during discussions on the scope and implementation of the HSR project. The incumbent acts as a member of an interdisciplinary team.

CONSEQUENCE OF ERROR/RESPONSIBILITY FOR DECISIONS

Incumbent is responsible for the timely and efficient delivery and completion of projects and services that provide maximum benefits to the traveling public and in accordance with federal, state and local mandates. Consideration of all input and pertinent factors is crucial to reaching conclusions and taking appropriate actions. Failure to meet delivery and budget commitments, as prescribed by federal, state and local agencies, could result in loss of funding and damage to the Authority's credibility. It could further lead to conditions that endanger the traveling public and increase liability against the Authority.

The Senior Environmental Planner will be responsible for the completion of cultural resource reviews and obligations. This will entail making decisions about tasks including identification, mitigation task development and prioritization. The consequences for error can include contract disputes, incomplete mitigation; impacts on interagency coordination, unanticipated project delay and project cost overruns. Errors in these responsibilities could result in great financial loss, civil and criminal liability, and the destruction of irreplaceable resources.

PHYSICAL, MENTAL, AND EMOTIONAL ABILITIES:

Sustained mental activity needed for problem solving, analysis and reasoning. Must be able to communicate orally and in writing in a clear and concise manner. Must have the ability to develop and maintain cooperative working relationships and respond appropriately to difficult situations.

WORK ENVIRONMENT:

The duties are typically performed in a climate controlled office working under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate. The office setting is a mixture of modular workstations and private offices housing professional, technical and clerical staff. The incumbent needs to be able to utilize a computer for substantial writing, communications, and database management that the job entails.

At times the incumbent may be required to conduct field reviews of project areas. While out of the office performing field reviews, employee may be required to walk on rough terrain in variety of hazardous and/or unpleasant field conditions, including wet, rainy, windy, dusty, cold or hot weather. The incumbent should have the physical mobility for these common circumstances. Field visits require good or correctable visual abilities, to identify and assess cultural resources and record them.

The incumbent needs to be able to analyze situations rapidly and accurately and propose effective courses of action for the work in coordination with the Deputy Director and outside agencies. The incumbent also needs to be capable of demonstrating flexibility, firmness, and a calm demeanor with appropriate in potentially physically and emotionally stressful situations.

Moderate travel is required.

I have read and understand the duties listed above and can perform them with or without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

Name of Employee: _____

Signature:	Date:
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I have discussed the duties with and provided a copy of this duty statement to the employee named above.

Name of Supervisor: _____

Signature:	Date:
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